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21 June 1955

Assistant to DCI

Director of Training

Weekly Summary Report

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INTRODUCTION

There are four items for discussion this week: (1) the developments in training evaluations; (2) briefings now being conducted by the Office of Training; (3) OTR's covert training activities; and (4) the new language courses offered during the summer.

DEVELOPMENTS IN TRAINING EVALUATIONS

1. A new student training evaluation program, begun in December 1954, has been completed and put into effect with the 13th running of the Clandestine Methods and Techniques course. Its principal objective is to measure the performance of a student by providing an accurate and systematic record through the use of multiple-raters of the facts, principles and skills the student is expected to acquire from the course. With the evaluation procedures used in the past, a student's grade depended to a large extent on the impression or opinion of a single rater or observer. Under the new system, many different raters are observing the same technique, skill or quality in the student. These procedures will tend to produce greater agreement among the instructors in the substance of their training presentations and their standards of grading.

2. The result of this new program will be a more reliable and fair report for the student and will provide his supervisor with specific data as to the depth of his understanding of operational concepts and mastery of the clandestine skills as demonstrated in the training course. The program is the result of six months' intensive work among training instructors and Assessment and Evaluation Staff specialists in rating problems.

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BRIEFINGS

1. Another Dependents Briefing was held on 13 and 14 June with 43 people attending, including a few observers from the Central Processing Office. The wife of the Chief, FI Staff, [REDACTED], discussed living conditions, schooling, the handling of domestics, and other problems experienced by wives abroad. Mr. [REDACTED] gave a general informative discussion on the importance of cover and other related subjects, including the official aspects of living in a foreign area. The audience reaction to this program so far has been encouraging. It is believed that the course will prove successful in assisting the FI Staff with a major morale problem; namely, the dissatisfaction often encountered among the wives of Agency personnel stationed abroad.

2. On 15 June the second Foreign Service Orientation Program began with 11 Foreign Service and Departmental officials in attendance, all recent graduates of the National War College. The briefing closed 20 June with a final session in the Director's conference room.

3. During the past week, the Chief Instructor of the World Communism course presented a sanitized version of the course to a group of 25 senior officials of the United States Information Agency, including representatives from the Voice of America. Mr. Theodore C. Streibert, Director of USIA, was a member of this class. These briefings will continue through 24 June.

COVERT TRAINING ACTIVITIES

1. The [REDACTED] Station recently expressed appreciation for the support it received from the Office of Training, saying that CIA's prestige had been increased materially in the eyes of the [REDACTED] as the result of the outstanding performance by OTR instructors on temporary duty with the Station. The [REDACTED] Station is the first (other than [REDACTED]) of the foreign field training projects to which OTR has given full technical and instructor support.

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Department of the Army. The program of instruction is designed to enhance liaison relationship and assist the trainees in acquiring counterespionage and positive intelligence in their own and contiguous territories.

NEW COURSES

1. The Office of Training has arranged to present a writing course for analysts of the Industrial Register Division, Office of Collection and Dissemination, which will be adapted to certain special needs of Register employees. The course is scheduled to start in early September with an enrollment of 60 to 70 analysts.

2. Language courses of special interest available to employees during the summer include the following:

(2) Russian Language Seminars
Elementary Spoken Urdu
Elementary Spoken Italian
Elementary Rumanian Reading
Elementary Spoken Spanish

The enrollment in the current language training classes, which began in February, is 46 people. Enrollment in self-study language training is 88.

3. The Office of Training is preparing a new course on headquarters administrative procedures. The course will be designed for senior clerks and administrative assistants, GS-5 to GS-7, throughout the Agency. Its objective is similar to the Administrative Procedures course conducted for Agency personnel destined for overseas duty, although its content will pertain only to domestic procedures.

4. Further progress has been made toward the development of a Clandestine Economic Warfare Operations course. All the basic course material has been collected from the PP Staff and a tentative schedule of lecturers completed on the basis of instructional objectives established jointly for the course with PP.

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Accounting Procedures

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The Class A Station accounting procedures system has been adopted at [REDACTED]. This system replaces the decentralized accounting plan used there previously for training purposes. This conversion will permit the instruction of Finance Officers in the field system before they are assigned to overseas stations.

MMB

MATTHEW BAIRD

MB:lbc

cc: 1 - DD/P
1 - DD/I
2 - DD/S

Orig. & 1 - Addressee

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